



CALIFORNIA WING OPERATING INSTRUCTION 37

15 February 2011

Operations

CALIFORNIA WING AIRCRAFT MAINTENANCE PROCEDURES

Corporate aircraft assigned to California Wing are managed under a variation of the CAP consolidated maintenance program. In order to ensure that maintenance funds are properly allocated and accounted for, the following procedures **MUST** be followed for all maintenance.

1. Procedures for Routine/Scheduled Maintenance

a. Mid cycle (50 hour) oil change

1. Costs < \$200.00

Simple oil and filter change (you supply oil from Exxon, filter optional)

A/C Manager authorizes work

No further approval required

2. Costs > \$200.00

If (for example) plugs need cleaning and magneto timing needs to be checked, based on pilot reports of misfiring or excessive mag drop during run up.

Advise CAWG DOAM Gary Cinnamon of costs via phone or email

He will contact NHQ for approval and advise aircraft manager.

DO NOT HAVE WORK PERFORMED UNTIL ADVISED BY CAWG DOAM

b. 100 hour / Annual Inspection

Obtain at least two (2) estimates from FBOs closest to or on your home base.

Submit to Gary Cinnamon CAWG DOAM via FAX (916) 482-8639 (call first) or e-mail @

c182mgr@surewest.net. DOAM will submit the proposals to National for selection and approval.

(Target costs in the \$1200 - \$1300 range or less, if possible. Higher costs may be considered in lieu of travel to remote shop.)

After approval has been received, schedule work with selected FBO.

*All 100 hour oil changes **MUST** include an Oil Analysis sample. Give to shop to send to lab.*

DO NOT HAVE WORK PERFORMED UNTIL ADVISED BY CAWG DOAM

c. Unplanned repairs required after inspection

If during inspection additional problems are found requiring work costing over \$200.00 to repair, **stop work** and advise CAWG DOAM Gary Cinnamon (916) 601-9468.

Provide list of parts required and estimated additional labor cost. This will be submitted to NHQ for approval. At their discretion, NHQ may provide certain parts.

DO NOT RESUME WORK UNTIL ADVISED BY CAWG DOAM

d. When work is complete

Upon completion of work, all invoices **MUST** be faxed or emailed to CAWG DOAM Gary Cinnamon (c182mgr@surewest.net or fax (916) 482-8639).

All Invoices must contain:

Tail Number of aircraft

Shop identification

Itemized work and parts

Total \$ Amount

2. Procedures for Unplanned Maintenance

a. Costs < \$200.00

Unplanned maintenance such as tire replacement, landing light replacement, etc.
A/C Manager authorizes work - No further approval required
(Price guidelines: tires < \$85, landing/taxi lights <\$40)

b. Costs > \$200.00

Unplanned maintenance such as instruments, vacuum pump or voltage regulator / alternator etc.
replacement

Obtain estimate and submit to CAWG DOAM Gary Cinnamon (916) 601-9468 or
c182mgr@surewest.net

He in turn will contact NHQ for approval and advise aircraft manager.

DO NOT HAVE WORK PERFORMED UNTIL ADVISED BY CAWG DOAM

c. When work is complete

Upon completion of work, all invoices MUST be faxed or emailed to CAWG DOAM Gary Cinnamon (c182mgr@surewest.net or fax (916) 482-8639).

All Invoices must contain:

Tail Number of aircraft

Shop identification

Itemized work and parts

Total \$ Amount

3. Maintenance required after hours and weekends

The \$200 limit mentioned above applies. If requirements occur during weekend mission or SAREX, and you have a maintenance facility available, the IC (and only the IC) may contact the NOC (888) 211-1812 ext 300). During weekend hours the Duty Officer may put the IC in touch with NHQ Aircraft Maintenance Management at home. They will make the decision regarding after-hour repairs. If no repair facility is available, wait until regular weekday business hours and contact CAWG DOAM.

4. Authorization for A9 Maintenance Flights

The pilot will request a flight release for the aircraft requiring maintenance, and also for any aircraft being used to transport crew members back and forth (if applicable). These flights may be released by any CAWG FRO. NHQ will also reimburse authorized member owned aircraft with a Hold Harmless Agreement on file when used for transport at the rate specified in CAPR 173-3. Fuel for corporate or personal vehicles used for transport is also reimbursable.

Send 108's for all A9 flights and related transport vehicles to CAWG DOAM by mail or e-mail. He will review and forward them to CAWG for reimbursement.

Mail to: Gary Cinnamon
3337 St Matthews Dr
Sacramento Ca 95821

Or e-Mail scanned signed 108s and fuel receipts to c182mgr@surewest.net